



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Wyoming State Office

P.O. Box 1828

Cheyenne, Wyoming 82009-1828



IN REPLY REFER TO:

1400-713 (910a) P

January 5, 2009

Information Bulletin No. WY-2009-012

To: State Office Employees

From: State Director

Subject: Interest Announcement for Collateral-Duty Special Emphasis Program Manager

DD: 01/15/09

This announcement is to solicit nominations for a collateral-duty Special Emphasis Program Manager (SEPM) position in the Wyoming State Office. The emphasis area currently unassigned is: African American Employment Program

Membership in a particular group is not a prerequisite for program assignment. An interest in the program, and an affinity for education and outreach, is all that's needed.

All State Office SEPMs will work together as a team to accomplish their individual and shared goals. The following information is provided to familiarize you with some of the roles and responsibilities of a Special Emphasis Program Manager.

SEPMs serve as an extension of the EEO Office's Special Emphasis Program. They assist the EEO Office in its efforts to provide a discrimination-free workplace through education and outreach. They report to the EEO Specialist who oversees the accomplishment of their SEPM duties.

SEPMs may periodically attend conferences and training sessions related to Special Emphasis. This collateral duty assignment may constitute no more than 20 percent of official time.

Duties include:

Coordinating and presenting activities related to the agency's Special Observances (i.e. African American History Month, Women's History Month, Asian/Pacific History Month, American Heritage Month, Hispanic Heritage Month, Disability Awareness Month, and American Indian Heritage Month). Issuing announcements of Special Observance activities; finding and sharing new presentation sources; and identifying funding support.

Assisting the EEO Office and management in the identification of EEO issues; distributing program information; coordinating training which dispels old myths or stereotyping of minorities, women, and the disabled; promoting support for the Special Emphasis Program with managers and employees; and maintaining positive working relationships with other SEPMs and the EEO Office.

Attending and participating in agency-sponsored meetings, as well as outside group and community organization meetings relative to the special emphasis program. Please submit a brief letter to the EEO Specialist, WY-910a, indicating your interest. Your letter, along with a note from your supervisor approving your appointment, must be received in the EEO Office, no later than January 15, 2009. This is an opportunity to be innovative, creative, and most importantly to make a difference.

If you have questions about this position, please contact the EEO Specialist at 775-6009.

Signed by:
Donald A. Simpson
Acting State Director

Authenticated by:
Pamela D. Hernandez
Wyoming Central Files

Distribution

Director (720), Rm. 7417, MIB	1
CF	2